



**Edgar P. Harney School  
Student Handbook  
2010-2011**

**2503 Willow Street  
New Orleans, LA 70113  
(504) 373-6230**

# Eileen T. Williams, CEO

## ***Mission Statement:***

Our mission is simple – to bring the children of the Edgar P. Harney Spirit of Excellence Academy (the Academy) to academic mastery in all core subject areas.

## ***Belief Statements:***

- all students can learn
- every child can be challenged to reach their full potential
- children's learning can be broadened through experience
- all children have a right to an environment that supports both their social and emotional growth
- all children have a right to safety, love and learning
- children learn at different rates and in different ways
- success is directly related to self-esteem

## ***Leadership***

The school's highly skilled and experienced leadership team is eager to serve you and your child. Your satisfaction is the school's highest priority, so we hope you will contact the school's leaders with any questions or concerns.

- Eileen T. Williams, CEO
- Mellissa Forcier, CAO
- \_\_\_\_\_, CFO
- \_\_\_\_\_, Dean of Students
- Theada Thompson, Librarian
- \_\_\_\_\_Reading Interventionist
- \_\_\_\_\_Math Interventionist
- \_\_\_\_\_, Lower Grade Representative
- \_\_\_\_\_, Upper Grade Representative
- \_\_\_\_\_, Special Education Representative
- Irenita Assensoh, Social Worker
- Lisa Cox, Nurse

## ***Hours of Operation***

Instruction will begin promptly at 8:00a.m. and ends at 3:30p.m., Monday through Friday. **No student will be admitted into the school building before 7:30a.m.** There is no adult supervision for children until 7:30a.m. Students should meet their teachers on the school yard and line-up according to homerooms. Students will be considered tardy after 8:00 a.m. Students must enter the building on the 3<sup>rd</sup> Street side until 8:00 a.m. No one may enter the building through the front door on Willow Street until 8:00 a.m.

## ***Breakfast***

Students will enter the building from the 3<sup>rd</sup> Street entrance no earlier than 7:30am. Breakfast will end promptly at 7:50 am.

## ***Emergency School Openings and Closings***

If it is necessary to open late or close early, the announcement will be made on:

- Channels 4,6, & 8

## ***Emergency Form***

An Emergency Form will be given to parents at the beginning of the school year. Parents must complete this form and return it to the school immediately. The school must be notified if emergency information changes during the year.

## ***Homework***

Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the student.

Parents and the school share the responsibility for student learning. We believe that parental involvement in students' homework is essential to making homework an integral part of the educational program. Parents should encourage and monitor homework assignments. Your child will be given homework assignments regularly. Each student is responsible for completing his/her assignments.

- Kindergarten            20 minutes per evening
- Grades 1 & 2            30 minutes per evening
- Grades 3 & 4            40 minutes per evening
- Grades 5, 6, 7 & 8    60 minutes per evening

The following are some suggestions for ways you can help your child gain the most from his/her homework experience.

- Make homework rules together with your child. Decide when it will be done, where it will be done, and what will happen if it is not completed.
- Provide a quiet place for your child to do homework, such as a room or separate space which includes a chair and a table/desk of some sort. Make sure there is sufficient light and that distractions are limited.
- Show an interest in your child's homework and him/her about it each night.
- Give your child a healthy snack before he/she begins homework. This should help with concentration.

- Give your child a short break from homework if needed.
- Encourage your child to work independently. Assist him/her if needed.
- Give your child positive words of encouragement, such as, “I’m proud of you,” or “I knew you could do this all by yourself!”

Homework, if assigned on the weekend, should not exceed the above allotment.

### ***Field Trips***

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents will receive advance notice of all such trips. A permission slip must be signed by a student’s parent in order for the student to participate in a field trip. Students without signed permission slips will remain at the School in another class.

Occasionally, parents may be needed to serve as chaperones on class field trips. No parent should feel obligated to serve in this capacity, but parents are encouraged to volunteer if possible. The primary responsibility of a chaperone is to ensure appropriate supervision for students. Parental chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the students’ needs throughout the trip. **Children who are not enrolled in the class may not accompany the chaperones.** In order to chaperone, you must have a current background check on file in the school’s office.

### ***Student Conduct***

Harney Elementary adheres to the Recovery School District’s Student Code of Conduct and Discipline Management Plan. A copy will be distributed at the school’s Open House.

### ***Parent Involvement and Communications***

#### ***Volunteering***

Parents are encouraged to participate in school-related activities, including those pertaining to curriculum and instruction, such as tutoring and storytelling. Volunteers may also be involved in monitoring the playground, student drop-off and pick-up, crosswalk, and assisting with school events. In addition, parents are encouraged to contribute their time and talent to organizing extracurricular activities and community outreach projects.

All volunteers must be fingerprinted and complete a background check (for federal and state clearance). Volunteers receive structured training, and must follow all policies and procedures defined by the school. If activity occurs that is not in keeping with the school policies, the Principal reserves the right to relieve the volunteer of his or her responsibilities.

### ***Parent Teacher Organization***

The Harney PTO will be established during the 2010-11 school year. The PTA needs dedicated parents to support student learning and the overall success of the school. The PTO provides school leaders with ongoing input on the operation of the school and serves as a vital link between the school and you, the parents. All parents are encouraged to join the PTO.

### ***Parent Conferences***

Formal parent/teacher conferences are scheduled three times a year to facilitate open communication between parents and teachers regarding students' progress. Informal conferences or conversations may also be scheduled with teachers and/or school leaders at any time throughout the year. (Teacher's schedule permitting)

### ***Progress Reports and Report Cards***

Progress reports will be sent to parents mid-quarter to provide specific information about student progress in each subject. At the end of each quarter, parents will receive report cards with cumulative data on their children's performance and progress. These report cards indicate an assessment of the student's progress in class. The nature of the report may be constructive and include suggestions for improvement or positive reinforcement. The report card will indicate the grade the student is presently receiving in that subject.

### ***Dropping things off at school***

Students often forget things at home and parents find themselves coming to drop off homework, books, lunch, lunch money, etc. at the school several times a week or even several times a day. Although this is normal, students also need to be encouraged to take responsibility for remembering their own things. When a parent has to bring something to a child, he/she needs to come to the office for assistance. The secretary will ask you if you have the student's name on the item and then she will make sure the student receives it. **Parents may not visit classrooms or move throughout the building without a Visitor's pass from the office, nor can they visit classrooms during instructional time.**

### ***School Uniform***

It is commonly accepted that student behavior and the school environment are strongly influenced by the dress and appearance of students. To help create an environment conducive to learning, students at the Harney Elementary are required to wear simple uniforms. This policy is designed to permit students to focus their attention on academics and on those aspects of their personalities that are truly important.

## **Bottoms**

Boys may wear navy blue long or short pants, and girls may wear navy blue long pants, knee-length skirts, skorts, shorts or jumpers. Skirts, shorts, and dresses must be no shorter than three inches above the knee. These items may be purchased at most department stores or clothing outlets. Floor-length skirts and baggy or wide-legged pants cannot be worn. Students may not wear their pants sagging. Pants must sit on the student's natural waist. Denim and corduroy are not allowed.

## **Tops**

Both girls and boys wear red polo shirts. Shirts must be tucked in and clean. Red, white, or navy blue sweatshirts may be worn in cool weather. **At no time may students wear shirts with slogans on them. Hoodies may not be worn in school at any time.**

## **Shoes**

Students are permitted to wear white or black tennis shoes. High-heeled shoes and open-toe sandals or open heeled shoes are not permitted.

## **Socks and Belts**

Students may wear white crew, ribbed, or knee-high socks without stripes or logos. Students **must** wear black or brown belts if there are belt loops on their pants, shorts, skorts, or skirts. Belts may not have any design or color other than brown or black. Belts must be visible and worn around the waist. Pants must sit on the student's natural waist with the belt fitting tightly.

## **Jewelry**

Students may not wear anything around their necks, except for items worn inside their shirts, invisible to anyone else. Students may wear simple stud earrings that do not hang from the ear. Nose rings, eyebrow rings, lip rings, tongue rings are not allowed. Make-up is not permitted. One small ring per hand is allowed. Bracelets are not allowed. **One earring per ear is allowed for girls only.**

## **Hair**

Students must keep their hair neat and out of their eyes. Students may not wear drastic or unnatural hair colors or styles, *e.g.*, shaved to show letters, numbers, or designs. Braided, beaded, and curled hair is acceptable. No baseball caps, skull caps, hats or bandanas should be worn.

Any items of clothing that is substantially or materially disruptive to the activities of the school will be considered to be inappropriate. Parents of students who are not appropriately dressed will be asked to bring an acceptable change of clothing to school. Students may receive disciplinary actions for failing to abide by the policy as is stated in the Code of Conduct.

To ensure that the school's uniform policy has its desired effect, it is important that it be implemented consistently. School leaders, faculty, and staff will respond immediately to violations of the policy. Repeated violations will result in appropriate disciplinary action.

being taken for those who do not follow the dress code policy interpreted by Harney Elementary School administration.

- 1<sup>st</sup> time offenders will receive a reminder (warning) sent to the parent/guardian from the principal or designee with the requirement that it be signed and returned the following day.
- 2<sup>nd</sup> offense- The parent/guardian is called for a conference.
- 3<sup>rd</sup> offense- on-site detention
- 4<sup>th</sup> offense- suspension (at home or in-school)

*\*see page 9 in the Code of Conduct*

### ***Attendance***

Students attendance is taken daily at 8:00 a.m. Students arriving after 8:00 a.m. are considered late and must report to the office for a late pass. Parents are requested to send a signed note to your child's teacher explaining the reason for the tardiness.

The school shall excuse a student with a temporary absence due to appointments with health care professionals (doctors, dentist, etc.) if notice is received in writing. Students are not considered absent when a note from the health care professional is brought for admittance or re-admittance to school on the day of the appointment

Extenuating circumstances are:

- An excused absence due to sickness of self, parent, bereavement, or an emergency that directly affects the family.
- Participation in a court proceedings or child abuse/neglect investigation. The reason for the absences must be stated in writing by the probation officer caseworker.
- Late enrollment or early withdrawal of a student placed in or having resided in a group home.

If a student is absent from school, the parent should notify the school office in the morning to explain why the student is absent. For the student whose parent has not notified the office by midmorning, a school representative will phone the parent at home to notify them of their child's absence. Upon return to school, the student should bring a note of explanation, regardless of whether the parent has been reached by phone on the day of the absence.

When student's absences for personal illness exceeds five(5) consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition requiring the students extended absence from school. The attendance committee may, if the student has established a questionable pattern of absences, also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.



**The Compulsory School Attendance law of Louisiana** requires that children ages 5 and up to their 18<sup>th</sup> birthday whose parents or guardians are residents of Louisiana or who are wards of the district, must attend school. Parents and guardians are responsible for sending their children to school and those who fail to do so may be subject to court action. If convicted, they may be punished by a fine, a commitment to jail or community services.

**An absence of ten (10) consecutive days is considered educational neglect and a violation of the attendance law.** Violations of the Compulsory School Attendance Law are under the jurisdiction of the Youth and Family Services Division of Louisiana Superior Court.

To be classified as chronically ill, a student must present to the principal a written notice from his/her physician stating the nature of the illness. The statement will list the nature of the student's illness, which may cause excessive absences. Because this letter will be on file in the school office, it will not be necessary to send a warning letter after five (5) days of absence. Should a chronically ill student experience a reoccurrence of the illness, he/she may be requested to present to the school office additional signed statements from the physician.

Student absences shall be limited and make-up remedial work shall be required of students with absences. Teachers shall inform students and parents of the time allotted for completing make-up work after an absence. Each student shall be responsible for finding out about the assignments and for satisfactorily making up within the allotted time.

*\*see pages 10-11 in the Code of Conduct*

### ***Tardiness***

Instruction at Harney Elementary School begins promptly at 8:00 am and it is critical that all students be prepared to begin instruction on time. Therefore, students must arrive at school by 8:00 a.m. A student who is late misses valuable instructional time, and conveys an unacceptable lack of regard for school.

If a student is tardy 4 times, the problem will be regarded as chronic, and it will be reported to school administration. In addition, no child will be dismissed early, unless for special circumstances. Being at school on time in the morning and staying in school until the end of the school day is central to receiving a good education. If a child is picked up early more than 4 times, this will be regarded as chronic and will be handled in the same manner as chronic tardiness.

## ***Cutting Class***

Cutting class is a serious offence. Students who cut classes will not be allowed to make-up work, tests or quizzes missed because of the cut. The sanctions to be imposed for cutting classes include:

- 1<sup>st</sup> offense – one day of (ISS) in-school suspension, with parental notification
- 2<sup>nd</sup> offense – one day of (OSS) out-of-school suspension, with parental notification, and meeting.

## ***Release of Students***

No student will be released to any individual who is not the parent or guardian of the student unless the parent/guardian notifies the office. Anyone seeking the release of a student from school must report to the office and show satisfactory identification. In case of an early dismissal the student/s must be signed out in the office.

Certified copies of any court orders or divorce decrees which restrict a parent's ability to seek the release of a child shall be maintained in the office. It is the obligation of custodial parent to provide this information. If the person seeking release of a child shows an out-of-state custody order, he/she must speak to the school administrator and the school social worker.

## ***Student Records and Confidentiality***

Every student is required to complete and submit the following as part of the registration process (all forms are available in the necessary language translation, upon request):

- **Free and Reduced Price Meals Application.** This form allows families to apply for federally funded meals, and it must be completed for all students.
- **Immunization Record or other forms requested by the nurse.**

All students must provide evidence of current immunizations before students can attend the School. *All children should be current in their immunization schedule, specifically DTP, polio, Hib, Hepatitis B, Measles, Mumps, Rubella, and Varicella vaccines. If you have questions, please contact your physician.*

- **Record Release.** This form gives the School permission to obtain all records pertaining to a given student from his or her previous School. This form must be completed and should include the telephone number and address of the previous School, as well as the signature of a parent or legal guardian.
- **Home Language Survey.** This form is used to gather information about the primary language spoken in students' homes.
- **IEP/IAP:** These forms must be submitted upon registration.

It is critical that the school be notified immediately of any changes in a student's name, address, phone number, responsible parent, or any other information provided at the time of registration. Such changes should be communicated in writing and addressed to the Business Manager.

### ***Grading Scale***

Teachers shall evaluate students periodically in accordance with the school calendar or more often if needed. Letter grades will be recorded in Power School and a hard copy must be kept too. The staff shall ensure that explanation of the grading system being used have been made to students and parents. Teachers shall be prepared to interpret the meaning of the grades that have been assigned.

Grades are used to inform parents of the progress that their children are making in school. Grades should represent the following: (1) teacher judgment based on tests, class work, projects, and class observations, (2) progress or evidence of growth in concepts and ability to work and live with others, (3) initiatives that a student shows, and (4) whether a child is working up to his/her ability.

The following designations are to be used in grading of students in elementary school:

- **Kindergarten**

**Grades:**

S = Secure

B= Beginning

D = Developing

- **Grades 1-8**

**Grades:**

A = Excellent (93-100)

B = Above Average (85-92)

C = Average (75-84)

D = Below Average (70-74)

F = Failing (60-69)

To determine a student's quarterly grade in the promotional subjects, the following weights will be assigned:

- 25% Quarterly Exams
- 25% Tests/Projects
- 25% Class work
- 15% Homework
- 10% Notebooks and Participation

**Students who make all A's and/or B's in all subjects will be recognized as Academic Honor Roll students. Students who make all A's will be recognized as making the Principals Honor Roll List.**

### ***Wellness Team***

Students' health and safety is the school's foremost responsibility. The following information describes the precautions taken to protect the well being of all students. If your child has any specific health, safety, or security needs, please inform the school, so that appropriate accommodations can be made.

### ***Fulltime Nurse***

Harney Elementary School has the services of an on-site nurse to assist students who are ill or injured. Parents will be notified whenever a student has been referred to the nurse when there is a serious concern.

Parents or students may also wish to consult with the nurse on matters related to hygiene, nutrition, substance abuse, depression, child abuse and neglect, or other issues of concern.

### ***Medication***

The School Nurse and the student's teacher must be informed of any prescription medication that a student is required to take at school. To dispense prescription medication to students, the school must receive a written order from the student's doctor and a permission slip from the student's parent. All medication should be brought to the school nurse in its original prescription container, labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage. If medication needs to be administered to the child when the nurse is not present, a staff member trained by the nurse will administer the medication.

Students are not permitted to bring non-prescription medications to school. If, during the course of the school day, it is necessary for a student to receive common, non-prescription medication (e.g., Tylenol), the school nurse or a trained staff member will dispense it, unless otherwise indicated by state law. Parents must inform the school of

any allergies to or restrictions on non-prescription medication that their children might have. If you do not want your child to be administered any non-prescription medication, please so indicate on the Medication Permission Form. Also, please notify the school nurse in writing if your child has a chronic illness that may affect his or her performance at school.

### ***Accidents***

The School Nurse or a trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student, and an Incident Report will be kept in the student's permanent file. In such cases, it is especially crucial that the school has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable. Please be vigilant in keeping the school's records for your child up-to-date.

### ***Social Worker***

Monitors attendance to ensure compliance with Compulsory Attendance Law

Parents or students may also wish to consult with the social worker on matters related to hygiene, nutrition, substance abuse, depression, child abuse and neglect, or other issues of concern.

### ***School Protocol***

#### ***Visitor Identification***

To help ensure a safe and secure learning environment for your children, all visitors to the Harney Elementary are required to sign-in at the School office and to wear a visitor's pass. Faculty and staff have been instructed to escort/notify the office immediately of anyone not having a pass in their possession.

#### ***Fire Drills/Evacuations***

The School will have at least two fire drills per month within the school hours. Specific signals and procedures have been established for all types of disaster drills and safety areas have been designated. Teachers are equipped with instructions and all drills will be practiced with students on a regular basis.

#### ***Student Arrival and Departure***

Parents should thoroughly familiarize themselves with the location and times of morning and evening pick-up and drop-off points and visitor parking areas at the school and carefully follow the school's instructions for operating a motor vehicle in the vicinity of the school and its students. (No exceptions)

Certain faculty and staff members will greet buses in the morning and dismiss the children in the afternoon, ensuring that each student boards the appropriate bus in a safe and orderly fashion.

Parents or guardians should wait for the child on the *right side* of the bus, so the student will not be required to cross in front of the bus or behind it. In the event that an adult is not waiting for the child at the bus stop, the child will be dropped off at the last stop on the bus route and the parents or emergency contact will be notified. **If a parent, legal guardian, or authorized adult cannot be reached by 4:30 p.m., the police will be notified.**

### ***Safe Bus Riding***

Students at the Harney Elementary School are expected to conduct themselves appropriately and to practice such virtues as respect, responsibility, and kindness, in all school settings—including on the bus. Following the School rules on the bus is essential not only for developing good character, but for ensuring students' safety.

Students are taught to wait for and board the bus in an orderly fashion. The following are the bus rules:

- **Sit in the learner position.**
- **Have quiet, friendly conversations.**
- **When the bus is stopped, voices are off and bodies don't move.**
- **Do not move or get off the bus until the driver comes to a complete stop.**
- **Follow directions the first time.**
- **No eating on the bus**
- **Throwing things is not allowed**

If a student breaks a rule on the bus, the driver will notify the school, and swift action will be taken. Serious misbehavior may lead to the suspension or expulsion of bus riding privileges. Parents with specific complaints about bus service should contact the School.

*\* see Code of Conduct page 12*

### ***Solicitation***

Solicitation of or by any student, parent, or staff member on school property for any cause except those authorized by the Principal is strictly prohibited.

### ***Money and Other Valuable Property***

Students are encouraged to leave all money and other valuable property at home. The school assumes no responsibility for the loss or theft of such articles.

### ***Candy, Gum, and Toys***

Students may not bring candy, gum, toys or other non-school related items to school, unless approved by the school administration and/or the teacher. The student assumes responsibility for any items brought from home. Toy weapons are strictly prohibited, and no headphones, radios, games, virtual pets, Game Boys, etc., are allowed.

### ***Portable Communication Devices***

#### ***Definition***

Portable Communication Devices (PCD) are defined to include portable two way telecommunication devices, including but not limited to cellular telephones, beepers, walkie-talkies, personal digital assistance, gaming systems, and other hand-held computing devices (when such device is being used as a communication device). This definition will also include any new technology developed for similar purposes.

#### ***Possession, Display, and Use***

Harney Elementary School students are not permitted to display, use or activate Portable Communication devices on school grounds during the instructional day. To avoid disruption of the instructional process, students shall not display, use, activate, or permit Portable Communication Devices to be activated during the instructional day. The “instructional day” includes, but is not limited to, lunch breaks, class changes and any other structured or non-structured instructional activity that occurs during the normal school day. Students must turn in their PCD’s daily.

#### ***Responsibility/Liability***

Harney Elementary School will assume no responsibility in any circumstance for the loss/destruction/damage or theft of Portable Communication Devices or for any communication bill associated with the authorized or unauthorized use Portable Communication Devices.

#### ***Discipline***

School officials shall take possession of Portable Communication Devices for any violation of the policy and parents/legal guardians must make arrangements with school officials in order to retrieve such devices at the end of the first or second semester

depending on when they were confiscated. Confiscated Portable Communication Devices will not be released to students under any circumstances.

## ***Public Access to School***

### ***School Visitors***

Harney Elementary School welcomes visitors to our schools. We feel strongly about protecting the safety and security of our students and staff, and therefore we have established the following procedures:

- All visitors and outside personnel must enter the building through the main entrance.
- All visitors must report to the main office and sign the visitor's log book.
- All school staff will report the presence of any unidentified person to the main office.
- All school staff will keep exterior doors closed if exiting the building for recess, outside physical education, or general exiting.
- All school staff will report the presence of any unidentified person on school grounds as observed, to the main office.
- Guidelines for unsupervised students' movements in the building are suggested for teacher implementation as follows:
  1. Encourage all students to immediately report the presence of an unidentified person in the school building to his/her teachers and/or the main office.
  2. Encourage all students to report any encounter with unidentified persons which occur going to and from school.

Inappropriate behavior by any visitor will not be tolerated. The visitor may be escorted off of the school campus by school security. NOPD will be contacted if necessary.



### ***Visiting the School***

Parents and visitors must first sign-in with the security officer at the front door, then report to the main office. **If the secretary is out of the office at the time, the parent or visitor must wait to sign in and receive a pass in order to visit any other sections of the school.**

### ***Contacting the School***

At times it will be necessary for parents to contact the school to speak to teachers. All phone calls go through the main office number of 504-373-6230.